

INFORMATION AND INSTRUCTIONS FOR EXHIBITORS
AGRA 2026

1. Exhibition site / ASSEMBLY – DELIVERY – DISASSEMBLY

Dates and hours of assembly and delivery of exhibit pieces:

August 17. – 21. 2026	from 7:00 a.m. – 7:00 p.m.
August 22. 2026	from 7.00 – 8.30 a.m.

Dates and hours of disassembly and dispatch of exhibit pieces:

August 26, 2026	from 5:00 p.m. - 9:00 p.m.
August 27 - 29, 2026	from 7:00 a.m. - 6:00 p.m.
Avgust 31. – September 2., 2026	from 7:00 a.m. - 3:00 p.m.

ASSEMBLY, DISASSEMBLY
The assembly of exhibition spaces may be carried out by exhibitors themselves or by other contractors who have signed a work performance contract with Pomurski sejem d.o.o. The contractor must comply with all prescribed safety regulations.
The contractor is responsible for the safety and insurance of the completed assembly works.
Exhibition spaces must be arranged and equipped with exhibits no later than one day before the opening of the fair by 7:00 p.m.
Driving into the halls is allowed only with written permission or by prior arrangement!

Registration of all persons carrying out assembly and disassembly of exhibition spaces is mandatory.
The assembly contractor must register at the fair reception desk (with first and last name) all persons participating in the assembly of the exhibition space. Based on the registration, the contractor is granted permission to perform work within the Pomurski sejem premises.
The contractor may carry out assembly and disassembly work only if they have a signed contract with Pomurski sejem. Every vehicle leaving the fairgrounds during disassembly must obtain a GOODS DISPATCH DOCUMENT at the fair reception desk. The document is issued free of charge if the contractor has settled all obligations with the fair organizer. Without the DISPATCH DOCUMENT, the removal of exhibition exhibits is not possible.
Driving into the halls is allowed only with written permission or by prior arrangement!

DELIVERY during the fair
Delivery of goods to the exhibition space by car during the fair is permitted from **7:30 a.m. to 8:30 a.m.** with a daily delivery permit obtained at the reception desk.
Delivery vehicles may remain within the fairgrounds for a maximum of 30 minutes. In case of non-compliance, the vehicle will be removed at the exhibitor's expense.

** In the event of exceeding the specified working hours for assembly and disassembly, all resulting costs will be charged to the contractor. Any deviation from the stated time schedule is possible only with the approval of the fair project manager.*

2. SPECIAL WARNINGS

It is prohibited to exceed the rented exhibition space.

Advertising outside the exhibition space that has not been ordered is prohibited.

Structures higher than 2.5 m are allowed only with the organizer's written permission.

Drilling or mechanically fastening into the floor is prohibited except in special cases and with written permission.

It is prohibited to use adhesive materials that may damage walls, floors, infrastructure, or equipment.

Hanging items/objects from the ceiling or hall structure is allowed only with the organizer's written permission.

Mandatory equipment for the indoor exhibition space includes: floor covering, partition walls, and a sign displaying the exhibitor's name.

The exhibition space must remain arranged and active throughout the entire duration of the fair.

Leaving the exhibition space before the end of the fair is not permitted.

During the assembly of exhibition spaces, unobstructed access to all installations visible in the exhibition area (water, electricity, hydrants, drains) must be ensured.

Electrical installations within the exhibition space must be carried out by the assembly contractor, while connection to the electrical network may only be performed by an authorized Pomurski sejem technician.
For electrical connections of 1.5 kW and above, the assembly contractor must provide an electrical distribution cabinet with an RCD switch and appropriate fuses.
If night-time electricity will be used, a separate switch for turning the night power supply on and off must be installed. The use of night-time electricity must be ordered together with the other electrical connections. Devices not connected to the night-time circuit will be switched off overnight.

Water connection: The installation pipe to the exhibition space, water connection, and drainage may only be carried out by an authorized Pomurski sejem technician. Other equipment (sink, boiler, water pipe, etc.) must be provided by the exhibition space assembly contractor.

Insurance: The exhibitor is responsible for arranging insurance for their exhibition space and exhibits.

Tasting and sales at the exhibition space
Tasting and sales activities at the exhibition space must be reported to the fair organizer at least 10 days before the fair.
Based on this application, the organizer issues approval for sales during the fair, which the exhibitor collects at the fair reception desk.
For tasting and sale of food products, exhibitors must comply with all legally prescribed sanitary and technical regulations.

Events at the exhibition space: The exhibitor must notify the organizer and submit the event program for prior approval and coordination no later than 20 days before the fair.
When using wireless microphones at the exhibition space, the frequency must be reported to the fair technical service.

3. CUSTOMER SERVICES DURING THE FAIR TIME

FAIR RECEPTION
Tel.: +39 377 2394638
At the reception desk exhibitors collect: permits for daily delivery and dispatch of exhibition exhibits, fair catalogues, permanent exhibitor entry passes, permanent parking permits.
Other services for exhibitors: sending e-mails.

TECHNICAL SERVICE (see opening hours before and during the fair)
Tel.: +39 377 2394638, E-mail: info@eufairs.com
The technical service is available to exhibitors for:

- information regarding exhibition spaces,
- coordination of goods delivery and internal transport,
- coordination of ordered technical services (water, electricity, internet),
- rental of additional equipment (tables, chairs),
- receipt and installation of promotional materials (flags, banners, etc.).
- For installation, promotional materials must be delivered no later than **14 August 2026 by 12:00 noon**.
- Additional orders received after 14 August (equipment, water, electricity, internet, etc.) will incur a **30% surcharge** compared to the price valid until 14 August 2026.

Desk and technical service work time

Reception Before the fair:
17–20 August 2026: 8:00 a.m. – 4:00 p.m.
21 August 2026: 7:00 a.m. – 7:00 p.m.

During the fair:
22 August 2026: 7:00 a.m. – 6:30 p.m.
23–26 August 2026: 8:00 a.m. – 6:00 p.m.

After the fair:
27 August 2026: 7:00 a.m. – 3:00 p.m.
28 August 2026: 7:00 a.m. – 3:00 p.m.

Technical service

Before the fair:
17–20 August 2026: 8:00 a.m. – 5:00 p.m.
21 August 2026: 7:00 a.m. – 7:00 p.m.

During the fair:
22–26 August 2026: 8:00 a.m. – 6:30 p.m.

After the fair:
27 August 2026: 8:00 a.m. – 9:00 p.m.

PRESS CENTRE
Tel.: +39 377 2394638, E-mail: info@eufairs.com
Exhibitors may submit information about news and products presented at the fair to the press center.
The press center is open during the fair from 9:00 a.m. to 6:00 p.m.

STAND EQUIPMENT

Stand equipment (see working hours before and during the fair):
Pomurski sejem d.o.o., Technical Service, Reception

Pavilion Renting:
Pomurski sejem d.o.o., (external exhibitors)
Tel.: +39 377 2394638, e-mail: info@eufairs.com

LOGISTICS SERVICES (see working hours before and during the fair)
Loading and unloading of exhibition exhibits at the fairgrounds.
Pomurski sejem d.o.o., Technical Service, Reception
Tel.: +39 377 2394638), E-mail: info@eufairs.com

Forklift rental, Technical service: +39 377 2394638
Rental price:
up to ½ hour = EUR 60.00 + VAT
up to 1 hour = EUR 90.00 + VAT

Equipment storage is not possible.

4. FAIR OPENING TIME

Opening hours of the AGRA fair for exhibitors and visitors:

For exhibitors
22–25 August 2026: 7:30 a.m. – 6:30 p.m.
26 August 2026: 8:30 a.m. – 5:00 p.m.

For visitors
22–25 August 2026: 9:00 a.m. – 6:00 p.m.
26 August 2026: 9:00 a.m. – 5:00 p.m.

Official opening of the fair: 22 August 2026 at 10:00 a.m.

Working hours of the fair administration: before the fair: 8:00 a.m. – 4:00 p.m.**;** during the fair: 8:00 a.m. – 6:00 p.m.

5. FAIR ENTRY

Permanent entry passes and parking permits for exhibitors
The exhibitor receives permanent entry passes for access to the fairgrounds at the fair reception desk, in accordance with point 10 of the exhibition conditions stated in Application and Contract A.
Additional permanent exhibitor passes may be purchased by the exhibitor at the fair reception desk at the price of: EUR 30.00 (+ VAT).

Parking permits
The exhibitor orders parking permits on the application form and collects them at the fair reception desk.
Parking permits for exhibitors:

- permanent parking permit without a number: EUR 30.00 (+ VAT)
- permanent parking permit with a number: EUR 45.00 (+ VAT)

E-business passes for business partners
Exhibitors may order e-business passes for their business partners.
The ordering code for e-business passes is provided by the Pomurski sejem commercial department.
The redeemed business pass will be charged to the exhibitor after the fair at the reduced price of EUR 7.00 (VAT included).
Passes can be ordered via Application A or by e-mail at: info@eufairs.com

We wish you a successful fair presentation!

Pomurski sejem d.o.o.
Gornja Radgona, 2026